



Indiana Department of Education

Glenda Ritz, NBCT

Indiana Superintendent of Public Instruction

MEMORANDUM

TO: Superintendents and Charter School Administrators

FROM: DeVonne Richburg, Summer School Program Contact Person

DATE: **February 17, 2015**

RE: **REMINDER: 2015 Summer School Program**

This is a packet of information for the 2015 summer school program that includes details regarding eligible reimbursable programs, required reporting, financial provisions, and other helpful guidance for school corporations.

Eligible Programs

The State Board of Education met Wednesday, January 7, 2015, and approved the categories for the 2015 summer school program. Please note the three-category method of classifying courses for the purpose of reimbursing instructional costs as detailed below. Classes classified as Category 1 will be reimbursed at 105 percent—if supported by the appropriation. If not supported by the appropriation, it will be reduced proportionately among all claims submitted to the department. These costs will be deducted from the total summer school appropriation and the remaining funds allocated to reimburse Category 2 and 3 eligible costs.

Category 1 classes

Grades 1 – 3: Reading

Grades 9 – 12: Courses towards graduation, including electives

Category 2 classes

Grades 1 – 8: Language Arts and Mathematics

Grades 4 – 8: Reading

Category 3 classes

Grades 1 – 8: All other curricular programs, enrichment and multidisciplinary classes

Grades 9 – 12: Courses not counting toward graduation

The categories are described in more detail in the *2015 Summer School Reimbursable Programs* section of this packet. In addition, an explanation describing how all categories will be reimbursed is provided in the *Proposed Financial Provision* section. To assist you in report preparation, a list of courses by category along with course code numbers has been posted on the Department of Education's website at www.doe.in.gov/idoeg/grants-management/summer-school for your reference. Please select the document labeled "List of Courses" to view a copy of the list in a downloadable format.

Online Report

The final report is due no later than **Tuesday, September 15, 2015**. Please note that for the 2015 Summer School program reimbursements, **IDOE will only accept online reports** (no hard copies will be accepted). The final report form is now available online at www.doe.in.gov/idoeg/grants-management/summer-school. Access to these electronic forms requires a login and password. Please use your school's corporation number as the login ID and your corporation's PIN number as the password.

2015 SUMMER SCHOOL PACKET

Summer school program materials attached to this memorandum are as follows:

1. Dates to Remember
2. 2015 Summer School Reimbursable Programs and Financial Provisions
3. Form – Application for Nonstandard Course Waiver – due **Wednesday, April 1, 2015**
4. The online Final Report is due no later than **Tuesday, September 15, 2015**. The Final Report link will be available **Friday, July 31, 2015**.

2015 SUMMER SCHOOL PROGRAM DATES TO REMEMBER

Wednesday, April 1, 2015

Deadline for submission of the summer school Estimated Instructional Costs Report (online) and List of Courses. Deadline for submission of non-standard course waiver applications.

Friday, May 15, 2015

The Department of Education will notify school corporations of the expected level of state reimbursement based on the estimated expenditures submitted.

Tuesday, September 15, 2015

Deadline for submission of the Summer School Final Report form (online).

November 2015

Summer school instructional costs distributions will be processed for electronic fund transfer.

Please refer to the IDOE website Summer School page www.doe.in.gov/idoie/grants-management/summer-school or contact DeVonne Richburg by email at drichburg@doe.in.gov with any questions about summer school programs.

2015 Summer School
Reimbursable Programs and Financial Provisions

Reimbursable Programs for 2015 Summer School

Elementary School

Category 1: Grades 1-3 Core Curricular Program — Reading

Category 2: Grades 1-6 Curricular Program – English/Language Arts (including Reading for Grades 4-6) and Mathematics

Category 3: Grades 1-6 All Other Curricular Program and Enrichment Studies-Social Studies, Science, Fine Arts, Visual Arts, Music, Citizenship, Health Education, Physical Education and Enrichment Studies,

Middle School (may also include Grade 6 where applicable)

Category 2: Grades 7-8 Core Curricular Program — Studies in curriculum areas required by 511 IAC 6.1-5-3.6(b)(1) and (2) – Middle School Language Arts(including Reading), and Mathematics

Category 3: Grades 7- 8 Curricular Program and Enrichment Studies — Studies in curriculum areas suggested for inclusion in the curriculum by 511 IAC 6.1-5-3.6(b)(3) through 511 IAC 6.1-5-3.6(c) – Social Studies and Citizenship, Science, Fine Arts, Visual Arts, Music, Career & Technical Education, Health, Physical Education, Enrichment

High School (Grades 9 – 12)

Category 1: 9-12 Courses Towards Required Studies — Approved high school courses:

- (1) meet the requirements for high school graduation under 511 IAC 6-7.1-4 - including Elective credits;
- (2) meet the requirements for the Core 40 diploma designation 511-IAC 6-7.1-5, including Elective credits;
- (3) meet the requirements for the Core 40 diploma designation with academic honors 511 IAC 6-7.1-6, including Elective credits;
- (4) meet the requirements for the Core 40 diploma designation with technical honors 511 IAC 6-7.1-7, including Elective credits;

Category 3: Courses not counting towards graduation — All other approved high school courses in 511 IAC 6-7.1, except Driver Education and Motorcycle Safety Education, which are not eligible for reimbursement.

Non-Standard Programs (All Levels)

School corporations may offer only approved courses and curriculum programs. Non-standard program approval is available for courses and curriculum programs that differ from those authorized by the rules of the board in ways including, but not limited to, content, organization, methods, staffing, course title, instructional materials, or criteria for course or program completion. The deadline for submitting requests for approval of non-standard courses or curriculum programs is **Wednesday, April 1, 2015.**

Proposed Financial Provisions for 2015 Summer School Programs

1. As required by 511 IAC 12-2-1, “each school corporation shall, on or before **Wednesday, April 1, 2015**, forward to the Department of Education a list of all classes to be offered in 2015 summer school and for which the corporation intends to seek reimbursement.”
2. **On Friday, May 15, 2015**, the Department shall notify school corporations of the expected level of state reimbursement based on the total Estimated Cost reports submitted by all school corporations. **Courses listed under the Category 1 summer school list of courses will be reimbursed at 105% of eligible costs (if supported by the appropriation).** These costs will be deducted from the total summer school appropriation and the remaining funds allocated to reimburse Category 2 and 3 eligible costs.
3. Eligible summer school costs include teacher salaries and instructional assistant wages. Fringe benefits are not included in computing eligible costs. The maximum reimbursement is 105% of eligible costs, reduced proportionately if the appropriation is not sufficient to fund all approved programs.
4. Teachers must be licensed by the Indiana Professional Standards Board.
5. Preschool and Kindergarten programs are not eligible for reimbursement.
6. Courses and curriculum programs for which reimbursement are sought must be tuition free to students with legal settlement in the corporation.
7. To be eligible for reimbursement, classes must have an average enrollment of at least 15 students or more in all classes (this means that, for example, if Language Arts has an enrollment of 10 and Math 20, Language Arts with only 10 students is eligible because average enrollment for the two subjects is 15 [$10 + 20$ divided by 2 = 15]). Two or more school corporations may cooperate with each other to meet this enrollment requirement. This requirement cannot be waived. Two or more groups of students may be combined into a single class, under a teacher of record, in order to meet this requirement, but only the salary of the teacher of record, and not the salary of any other teachers, may be included in computing eligible costs.¹
8. Students may take as many classes as local policy allows, but no student shall be counted in more than two classes for purposes of determining if the average enrollment requirement of 15 students has been met.
9. Instructional assistant costs for services that allow students with disabilities to participate in general education programs may be included in computing eligible summer school costs.
10. State support for programs that fulfill the requirements of IEPs (extended school year programs) is provided in the school funding formula, and costs for these programs may not be included in computing eligible summer school costs.

¹With regards to applications for waivers of the average enrollment figure involving special education programs that are segregated - General Counsel for the DOE has advised that federal law prohibits the use of a State-funding mechanism that has the effect of segregating students with disabilities from their peers without disabilities based upon the type of program rather than individual needs. 20 U.S.C. §1412(a)(5), Individuals with Disabilities Education Act (IDEA), P.L. 105-17.

Application for Nonstandard Course Waiver

(511 IAC 6-8-1 through 511 IAC 6-8-3)

Due Wednesday, April 1, 2015 No FAX Copies Accepted	Mail to: DeVonne Richburg Indiana Department of Education 115 W. Washington Street Suite 600 S Indianapolis, IN 46204-2798
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Use a separate form for each nonstandard course.

Corp. Number _____ Corp. Name _____

A. Title of Course _____ Grade Level _____

B. Explain how the proposed course will better serve your students than any authorized summer school course. (Limit description to one paragraph)

C. Identify how the effectiveness of the program will be evaluated. (Limit description to one paragraph)

Superintendent's Signature _____

Superintendent's Name (Print) _____

Contact Person _____ Telephone (____) _____
Email _____